## **Camp Checklist**

## All Items will need to be complete before the annual license can be issued

Community User: Ensure community user has access to MDH YC Portal

Personnel Administrator: Ensure PA has CJIS (FBI & MD) and CPS background checks on file with MDH and has created an account with <a href="maybdHR/myMDThink">myDHR/myMDThink</a>.

Application: Ensure complete application is submitted with beginning date, ending date, workers comp information, etc.

Workers Comp: Ensure workers comp info is entered on the application or a copy of the policy is uploaded to the MDH YC portal. If the camp is not required to have workers comp, a Certificate of compliance should be obtained from the Maryland Workers' Compensation Commission and uploaded to the MDH YC Portal.

Outstanding Balance: Ensure that any outstanding balances are paid

Outstanding Violations: Ensure that outstanding violations have been addressed

Staff Documentation: Ensure the following staffing requirements are met and a copy is uploaded to the MDH YC Portal

- Health Supervisor with valid license (Physician, Certified Nurse practitioner, or Registered Nurse)
- First Aid Certified staff (2 minimum)
- CPR Certified staff (2 minimum)
- Medication Administration Certified staff (If applicable)
- Emergency Epinephrine Administration Certified staff (If applicable)

Plans and Procedure: Ensure the following plans and procedures are in place, training is properly documented, and a copy is uploaded to the MDH YC portal for review. Guidance documents for writing these can be found on the <u>MDH Most Requested Forms</u>.

- Health and Medication Admin (<u>Signed Annually by Health Supervisor</u>)
- Emergency Procedures
- Child Abuse Prevention and Reporting
- Specialized Activities (If applicable)
- Trip includes walking field trips (If applicable)
- Transportation (If applicable)

Specialized Activity: Ensure that safety plan for specialized activity has been uploaded to the MDH YC Portal for review (If applicable)

Health Log: Ensure the health log is in bound composition style notebook or kept in a way so records cannot easily be falsified by altering, adding, or deleting information.

Forms: Ensure a version of the following forms are used, stored properly, and available for use when needed. Camp can use their own version or the MDH version of these forms. Upload a copy of the template document to the MDH YC Portal

- Camper Health History
- Staff Health History
- Medication Administration Authorization
  - Documents what medication is brought to camp by the individual
- Medication Administration
  - Documents each time the medication is actually given to the individual
- Medication Final Disposition
  - Documents what happened to the remaining medication at the end of camp

Building Documentation: Ensure that Inspections and Forms from other agencies are uploaded to the MDH YC Portal

- Private Building
  - LHD form complete if onsite well and/or septic
  - Fire Marshal Inspection (Annually)
  - Use and Occupancy Approval (Note, if an older building and cannot get a new USE and Occupancy, then letters of approval from plumber, electrician, and zoning can be used)
- Government or School Building (owned and operated for more than 170 calendar days per year)
  - Building Safety Form

Permits from Other Agencies: Ensure that permits from other agencies are in good standing.

- LHD Food Service Facility (FSF) Permit (If prepare food onsite)
- LHD Approval for Summer Meals Program (If participate and not a licensed FSF)
- LHD Pool Permit (If pool onsite)

Alternative Accreditation: Ensure that a copy of the alternative accreditation is uploaded annually to the MDH YC Portal (If applicable)

- ACA (American camping association)
- BSA (Boy Scout of America)

Additional Camp Information: Complete "Additional Camp Information" in the MDH YC portal. The contact information from this page will be available to the Public in the MDH youth camp search. MDH Youth Camp Search (Optional)